## COMMITTEE FOR PURCHASE FROM PEOPLE WHO ARE BLIND OR SEVERELY DISABLED



September 15, 1993

703-603-7740 FAX 703-412-7113 Crystal Square 3, Suite 403 1735 Jefferson Davis Highway Arlington, Virginia 22202-3461

Administrative Memorandum No. 1

Subject: Numbered Memoranda

## 1. Purpose

This memorandum establishes a system of numbered memoranda which cover many of the procedures used in connection with the Committee's operations. It supersedes the previous Administrative Memorandum No. 1, dated April 29, 1993.

## 2. Categories

a. Numbered memoranda are published under the following category headings:

CATEGORY	SUBJECT MATTER
Administrative Memoranda	Committee administrative procedures
Compliance Memoranda (Previously Workshop Memoranda)	Nonprofit agency qualification and compliance procedures
Operations Memoranda (Previously Addition Memoranda)	Committee operational procedures
Pricing Memoranda	Fair Market pricing procedures

b. Memoranda within each category are numbered consecutively. An index listing the specific subjects, together with the date of each numbered memorandum currently in effect, is included for each category.

## 3. Changes

A new index for a particular category will be published each time there is a change in, or addition to, the memoranda included in that category.

Beverly L. Milkman Executive Director

An Independent Agency of the United States Government Established by the Javits-Wagner-O'Day Act.

